

Date: [Insert Date]

To: [Contractor Name]

Address: [Contractor Address]

Contract Reference: [Contract Number/ID]

Subject: Notice of Rate-Adjusted Compliance-Verified Security Cleared Renewal

Dear [Contractor Contact Name],

This letter serves as formal notification that [Company/Agency Name] intends to renew your contract for the upcoming period effective [Start Date] through [End Date].

1. Rate Adjustment:

In accordance with the terms of our agreement and current market adjustments, your service rate has been revised to [New Rate Amount] per [Hour/Month/Project]. This adjustment accounts for [Reason for Adjustment, e.g., Cost of Living/Contractual Escalation].

2. Compliance Verification:

Our internal audit confirms that your organization has met all mandatory regulatory requirements and operational standards during the previous performance period. Continued adherence to [Specific Regulation/Policy Name] is required for the duration of this renewal.

3. Security Clearance Status:

Verification of security clearances for all assigned personnel has been completed. All staff members listed on the attached roster hold active [Clearance Level, e.g., Secret/Top Secret] status. Please ensure any changes in personnel or clearance status are reported immediately to the Security Officer.

Please sign and return the attached renewal amendment by [Deadline Date] to formalize this extension. All other terms and conditions of the original contract remain in full force and effect.

We look forward to our continued partnership.

Sincerely,

[Signature]

[Name of Authorized Official]

[Title]

[Department/Company Name]